



# **U.S. Embassy 10<sup>th</sup> Annual MADE IN THE USA EXHIBITION**

*Radisson Fort George  
Hotel and Marina  
Belize City, Belize*

**August 19-20, 2011**  
**9:00 a.m. - 6:00 p.m.**

## **EXHIBITOR'S REGISTRATION FORM**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Please list the products/services you will be exhibiting (attach additional pages if necessary):

**The transportation, delivery, set-up, and removal of all exhibit items are the sole responsibility of the exhibitor.**

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Please list the American products/services offered by your organization, or describe the American investment in your organization:

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**\*Please complete both pages of this form and fax to 822-4012 or email to [belmopancommercialinquiries@state.gov](mailto:belmopancommercialinquiries@state.gov)**

**Full payment of BZ\$125.00 for a booth size approximately 8' x 6' must be received no later than Friday, August 5<sup>th</sup>, 2011, at the address below. Checks should be made payable to "United States Embassy" or "U.S. Embassy" and addressed to:**

**United States Embassy, Administrative Section,  
4 Floral Park Road  
P.O. Box 497, Belmopan**

## EXHIBITOR'S REGISTRATION FORM – PAGE 2

The U.S. Embassy's 10<sup>th</sup> Annual Made in the USA Exhibition will be held the Radisson Fort George Hotel and Marina in Belize City, Belize, on August 19 & 20, 2011. To help maximize the exposure of the exhibition, the Embassy will advertise extensively in the local media. However, to help maximize the exposure of an exhibitor's individual display, the exhibitors must do their own independent advertising.

### Made in the USA Exhibition 2011 Timetable:

Fri. Aug. 19:	– 9:00 am - 6:00 pm	– Exhibition booths open to the general public
Fri. Aug. 19:	– 10:00 am - 10:30 am	– Official Opening Ceremony
Sat. Aug. 20:	– 9:00 am - 6:00 pm	– Exhibition booths open to the general public
Sat. Aug. 20:	– 6:00 pm - 7:00 pm	– Exhibitor should remove all materials

*Note: Exhibition timetable is subject to change.*

### Exhibition's Conditions:

The Caracol, Altun Ha, and Cahal Pech conference rooms of the Radisson Fort George Hotel will serve as the official exhibit hall for the "Made in the USA Exhibition 2011." The Economic/Commercial Section of the U.S. Embassy will be responsible for the management and general decoration of the exhibit hall. The exhibitor is responsible for decorating the exhibitor's booth and displaying an identification sign/organization name in the 8' x 6' exhibit space, which includes one 8-foot table, two chairs, linens, and electricity supply. Other requirements may be arranged directly with the hotel's management, at the cost of the exhibitor. Detailed information about these exhibitor services will be provided closer to the time of the event based on requested services.

Maximum booth space allowed per company is two (2). Spaces will be assigned in priority order of receipt of registration form and payment. Every effort will be made to accommodate the exhibitor's space preferences, subject to availability and overall presentation of the exhibit hall. The Embassy does not offer exclusivity for any products or services, nor guarantee that the exhibitor will not be placed adjacent to a competitor, even though efforts will be made to avoid this.

All exhibits should be set up by 8:45 a.m. on both exhibit days and must be removed from the exhibit hall by 7:00 p.m. on August 20, 2011. **Exhibits may be dismantled after, but not before, 6:00 p.m. on Saturday, August 20, 2011.**

### Exhibitor's Guidelines:

1. All products/services must be listed on Registration Form (use additional paper if needed).
2. The exhibitor and the exhibitor's agents, employees or other representatives may not sell merchandise, give souvenirs or hand out any other literature of any kind anywhere other than in its own exhibit space or in the Radisson Hotel lobby areas.
3. No exhibitor may sub-let or share its allocated area with any other company or organization without the Embassy's permission. Any exhibitor wishing to share its booth with any party other than departments of its own company must apply in writing to the Embassy with full details of the sharing company.
4. All exhibits must be professional in appearance, e.g., no handwritten signs. Storage boxes must be hidden and exhibit personnel should always be present during featured times.
5. All exhibits must be set up and ready for exhibition 15 minutes prior to the featured times and dismantled no later than the removal time. Your cooperation is earnestly requested.
6. Any request for additional items or needs must be made to/through, and approved by, the Embassy.
7. The Radisson Fort George Hotel does not allow the nailing of any object on the walls. The exhibitor will be responsible for any damages caused to the hotel property, including damage caused to the carpet.
8. All exhibits must be strictly confined to the space assigned.
9. The U.S. Embassy and the Radisson Fort George Hotel are not responsible for items missing or stolen from exhibit spaces during the event, or left behind after the approved removal time.
10. The U.S. Embassy shall not provide insurance covering the exhibitor or its property.
11. The U.S. Embassy reserves the right to close any exhibit space for failure to comply with guidelines.
12. In the event the show is canceled due to a natural disaster, the exhibitor may be refunded, at the absolute discretion of the Embassy, a proportionate share of the balance of the aggregate exhibit fees received which remains after deducting expense incurred by the Expo and reasonable compensation to the Expo, but in no case shall the amount of refund to the exhibitor exceed the amount of exhibit fee paid.

**I FULLY UNDERSTAND AND AGREE TO COMPLY WITH ALL OF THE ABOVE CONDITIONS AND GUIDELINES.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Sign and return this agreement with your registration. Please retain a copy for your records.**

## **MADE IN THE USA EXHIBITION 2011**

**Organized by the Economic & Commercial Section of the U.S. Embassy, Belmopan**

**Telephone: 501-822-4011 x 4308 Fax: 501-822-4012 Email: [D'SilvaJD@state.gov](mailto:D'SilvaJD@state.gov)**

**Sponsored by the U.S. Department of State**